

## **Procedures for Uploading Field Office Waiver Requests on Behalf of PHAs**

There are three (3) required documents that **MUST BE INCLUDED** before a submission may be accepted for processing by REAC/NASS Processing Team. They are as follows:

**1. the HA's signed/dated request on the agency's letterhead - waiver of Departmental regulations from the PHA Executive Director (name & address of record within REAC/PHAS Score-issuance database) should be addressed to the appropriate local Program Center or field office Director. Email requests will not be accepted; however, it may be included as evidence, background or supporting documentation.**

**Waiver Response: the final decision letter will be addressed to the HA's Executive Director (name & address of record within HUD data records or name & address on the current request) and signed by the General Deputy Assistant Secretary of Public and Indian Housing (or designate Assistant Secretary).**

**2. the field office signed/dated recommendation memorandum on letterhead - the field office Director's memorandum should include a brief description and justifiable reason for the recommendation. The memorandum should be addressed to the General Deputy Assistant Secretary for the Office of Public and Indian Housing, P (or designate Assistant Secretary);**

**3. the field/Program office checklist - the checklist format is located on the OFO SharePoint site main page, as well as within Notice PIH 2013-20.**

**All three documents MUST BE included within the field office submission or will be automatically rejected and returned to the submitting field office. Completed submissions will be processed for signature and updated on the OFO SharePoint site. The final response letter will be uploaded and forwarded to the appropriate field/Program office by the REAC/NASS Processing Team.**